

Wright & Associates, LLC

Authorized Federal Supply Schedule Price List



Schedule

Contract No. GS-02F-045DA

Temporary Administrative and Professional Staffing Services

General Purpose

Special Item No. 736-1 Administrative Support and Clerical Occupations

Special Item No. 736-3 General Services and Support

Special Item No. 736-4 Information and Arts Occupations, Including
Miscellaneous Occupations

Special Item No. 736-5 Technical and Professional Occupations

Contractor Information

Wright & Associates, LLC (W&A) has evolved as a professional service firm providing a portfolio of service offerings in the areas of Program Management, Accounting, Information Technology, Data Analysis, Training, Administrative Support, Translation Services, Facilities and Logistical Support.

Wright & Associates, LLC

4601 Presidents Drive, Suite 131

Lanham, Maryland 20706

Phone: 301.769.6296, ext. 1 | Fax: 301.560.5535

Website: www.wright-associates-llc.com

Certified SBA 8(a) Small Disadvantaged Business

CONTRACT NO.	GS-02F-045DA
MODIFICATION NO.	
CONTRACT PERIOD	09/29/2016 – 09/28/2021

Ordering Information:

Wright & Associates, LLC
Attention: Paul Wright
4601 Presidents Drive, Suite 131
Lanham, MD 20706
Phone: (301) 769.6296, ext. 1 phone
Fax: (301) 301.560.5535
pwright@wright-associates-llc.com

Services and ordering information in this Authorized TAPS Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.gsaadvantage.gov>.

Information for Ordering Activities Applicable to All Special Item Numbers**SPECIAL NOTICE TO AGENCIES: Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!® on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!® and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contains information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

W&A provides Temporary Administrative and Professional Staffing Services in the following SINs:

- SIN 736-1: Administrative Support and Clerical Occupations
- SIN 736-3: General Services and Support
- SIN 736-4: Information and Arts Occupations, Including Miscellaneous Occupations
- SIN 736-5: Technical and Professional Occupations

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CUSTOMER INFORMATION

- 1a. **Awarded Special Item Numbers (SINs):**
SIN 736-1: Administrative Support and Clerical Occupations
SIN 736-3: General Services and Support
SIN 736-4: Information and Arts Occupations, Including Miscellaneous Occupations
SIN 736-5: Technical and Professional Occupations
W&A is also awarded the SIN's for participation in the Disaster Recovery Program.
- 1b. **Lowest Priced Model Number and Price for each SIN:** N/A
2. **Maximum Order Limit:** \$4,000,000
3. **Minimum Order Limit:** \$100
4. **Geographic Coverage:** Nationwide (50 states, Washington, DC & Puerto Rico)
5. **Point(s) of Production:** Not applicable.
6. **Discount from List Prices:** All prices listed are net prices.
7. **Quantity Discounts:** None
8. **Prompt Payment Terms:** Net 30 Days
Discount 1: 1% if payment is made within 7 days
Discount 2: .5% if payment is made within 10 days
- 8a. **Dollar Volume Discounts:**
Discount 1: 2% for Orders over \$300,000
Discount 2: 5% for Orders over \$500,000
Discount 3: Additional discounts may be considered based on terms of the order.
- 9a. **Acceptance of Government Credit Cards:** Accepted, no government credit card discount.
10. **Foreign Items:** Not applicable.
- 11a. **Time of Delivery:** To be negotiated with ordering client.
- 11b. **Expedited Delivery:** To be negotiated with ordering client.
- 11c. **Overnight and 2-Day Delivery:** To be negotiated with ordering client.
- 11d. **Urgent Requirements:** Agencies are encouraged to contact contractor to obtain accelerated delivery time.
12. **F.O.B. Shipping Terms:** Destination
13. **Ordering Address:**

US Mail/Federal Express	Facsimile (Fax)	E-Mail
Wright & Associates Attention: Paul Wright 4601 Presidents Dr. Suite 131 Lanham, MD 20706	Wright & Associates 301-560-5535	pwright@wright-associates-llc.com

14. **Payment Address:**

Payments via Check/US Mail or Federal Express	ACH Payments	Facsimile (Fax)	E-Mail
Wright & Associates Attention: Paul Wright 4601 Presidents Drive Suite 131 Lanham, MD 20706	Reference SAM (System for Award Management) for WRIGHT & ASSOCIATES, LLC DUNS: 797407074 CAGE: 55US6	Wright & Associates 301-560-5535	pwright@wright-associates-llc.com

15. **Warranty Provision:** W&A will exercise due professional care and competence.

16. **Export Packing Charges:** Not applicable.

17. **Terms and Conditions of Government Purchase Card Acceptance:**

Government Purchase Cards are accepted for purchases equal to or less than the micro-purchase threshold.

Government Purchase Cards are accepted for purchases over the micro-purchase threshold.

18. **Terms and Conditions of Rental, Maintenance, and Repair:** Not applicable.

19. **Terms and Conditions of Installation:** Not applicable.

20. **Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices:** Not applicable.

21. **List of Service and Distribution Points:** Not applicable.

22. **List of Participating Dealers:** Not applicable.

23. **Preventive Maintenance:** Not applicable.

24a. **Special Attributes:** Not applicable.

24b. **Section 508:** Not applicable.

25. **Data Universal Numbering System (DUNS) Number:** **797407074**

26. Notification regarding registration in Central Contractor Registration (CCR) database: Wright & Associates has an Active Registration in the CCR database and updates the registration annually.

CAGE Code: **55US6**

LABOR CATEGORY RATES

Schedule 73-TAPS – GS-02F-045DA	
SIN 736-1: Administrative Support and Clerical Occupations	
Labor Categories	Government Discount w/ IFF
Accounting Clerk I	\$32.99
Accounting Clerk II	\$36.44
Accounting Clerk III	\$42.73
Data Entry Operator I	\$29.78
Data Entry Operator II	\$32.07
General Clerk I	\$27.73
General Clerk II	\$32.39
General Clerk III	\$36.66
Scheduler	\$44.25
Word Processor I	\$30.79
Word Processor II	\$34.83
Word Processor III	\$38.72

Schedule 73-TAPS – GS-02F-045DA	
SIN 736-3: General Services and Support	
Labor Categories	Government Discount w/ IFF
Electrical Technician	\$48.96
Forklift Operator I	\$34.53
Mechanical Technician	\$48.07
Warehouse Specialist I	\$31.37

Schedule 73-TAPS – GS-02F-045DA	
SIN 736-4: Information and Arts Occupations, Including Miscellaneous Occupations	
Labor Categories	Government Discount w/ IFF
Photographer I	\$32.28
Technical Editor	\$45.84

Schedule 73-TAPS – GS-02F-045DA	
SIN 736-5: Technical and Professional Occupations	
Labor Categories	Government Discount w/ IFF
Program Manager	\$130.47
Project Manager	\$120.35
Principal	\$169.26
Senior Manager	\$146.09
Manager	\$125.94
Senior Accountant	\$85.64
Staff Accountant	\$64.48
System Auditor Intermediate-II	\$113.34
Quality Assurance Analyst	\$99.84
Help Desk Specialist Intermediate	\$69.52
Help Desk Specialist Senior	\$80.60
Systems Administrator	\$90.68
Functional Analyst Level IV	\$73.55
Functional Analyst Level V	\$81.61
Technical Writer I	\$63.39
Technical Writer II	\$81.61
Specialized Technical Expert	\$113.85
Training Analyst	\$73.55
Master Trainer	\$126.95
Senior Trainer	\$98.74

LABOR CATEGORY DESCRIPTIONS

Accounting Clerk I	
Functional Responsibilities	Performs basic accounting and bookkeeping functions. Responsibility includes verifying reports, developing and maintaining accounting files and record. Ability to use a calculator, perform basic arithmetic and perform routine computer data entry.

Minimum Education/Experience	High School Diploma and a minimum of six months related experience. An Associate's Degree or a certification in a related field may be substituted for experience.
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Accounting Clerk II

Functional Responsibilities	Performs a variety of accounting tasks in support of ensuring the accounting department meets established goals. Maintains accurate record keeping. Process Accounting transactions and entries. Ability to perform a volume of numerical detail work with speed and accuracy.
Minimum Education/Experience	High School Diploma and a minimum of two years related experience. An Associate's Degree or a certification in a related field may be substituted for one-year experience. A B.S./B.A. Degree in a related field may be substituted for two years' experience.

Accounting Clerk III

Functional Responsibilities	Performs a variety of accounting duties including more complex accounting transactions. Ensures that accounting files and records are being properly maintained. Performs all the duties of the lower level staff as required. Ability to work independently and exercise some supervision over any entry level staff.
Minimum Education/Experience	High School Diploma and a minimum of four years related experience. An Associate's Degree or a certification in a related field may be substituted for one-year experience. A B.S./B.A. Degree in a related field may be substituted for two years' experience.

Data Entry Operator I

Functional Responsibilities	Coordinates the workflow of data into various information systems. Keys, verifies, and corrects all data entered. Processes all documents received for data entry on a first in first out (FIFO) basis. Provides an immediate verbal report of any data error messages. Files all source documents accurately after data processing is completed. Also, performs related clerical duties.
Minimum Education/Experience	High School Diploma and a minimum of six months related experience. An Associate's or a certification in a related field may be substituted for experience.

Data Entry Operator II

Functional Responsibilities	Coordinates the workflow of data into various information systems. Keys, verifies, and corrects all data entered. Processes all documents received for data entry on a first in first out (FIFO) basis. Provides an immediate verbal report of any data error messages. Files all source documents accurately after data processing. Performs related clerical duties.
Minimum Education/Experience	High School Diploma and a minimum of one year related experience. An Associate's Degree or a certification in a related field may be substituted for one-year experience.

Electrical Technician

Functional Responsibilities	Applies comprehensive technical knowledge to solve complex problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments. Receives technical guidance, as required, from supervisor or higher level technician, and work is reviewed for compliance with accepted practices. May provide technical guidance to lower level technicians.
Minimum Education/Experience	High School Diploma and two years of experience. An Associate's Degree or a certification in a related field may be substituted for one-year experience. A B.S./B. A Degree in a related field may be substituted for two years' experience.

Forklift Operator I

Functional Responsibilities	Operates a manually controlled gasoline, electric, or liquid propane-powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.
Minimum Education/Experience	High School Diploma and a minimum of six months related experience. An Associate's Degree or a certification in a related field may be substituted for experience.

General Clerk I

Functional Responsibilities	Follows a few clearly detailed procedures in performing simple repetitive tasks in the same
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	sequence, such as filing recoded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.
Minimum Education/Experience	High School Diploma.

General Clerk II

Functional Responsibilities	Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual account, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.
Minimum Education/Experience	High School Diploma and a minimum of six months related experience. An Associate's Degree or a certification in a related field may be substituted for experience.

General Clerk III

Functional Responsibilities	Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.
Minimum Education/Experience	High School Diploma and two years related experience. An Associate's Degree or a certification in a related field may be substituted for one- year of experience.

Mechanical Technician

Functional Responsibilities	The Machinery Maintenance Mechanic repairs machinery or mechanical equipment. Work involves most of the following: examining machines and mechanical equipment to diagnose source of trouble, dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts.
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	Responsibilities include replacing broken or defective parts with items obtained from stock, and ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs. Duties also include preparing written specifications for major repairs or for the production of parts ordered from machine shops, reassembling machines and making adjustments for operation.
Minimum Education/Experience	High School Diploma and a minimum of two years related experience. An Associate's Degree or a certification in a related field may be substituted for one-year experience. A B.S. /B.A. Degree in a related field may be substituted for two years' experience.

Photographer I

Functional Responsibilities	The Photographer I take routine pictures in situations where several shots can be taken. This Photographer uses standard still cameras for pictures lacking complications, such as speed, motion, color contrast, or lighting. Photographs are taken for identification, employee publications, information, or publicity purposes. Typical subjects are employees who are photographed for identification, award ceremonies, interviews, banquets or meetings; or external views of machinery, supplies, equipment, building, damaged shipments, or other subjects photographed to record conditions.
Minimum Education/Experience	Associate's Degree and six months of experience. An Associate's Degree or a certification in a related field may be substituted for experience.

Program Manager

Functional Responsibilities	Manages substantial contract support operations involving multiple projects. Demonstrated expertise in program and/or systems management, planning and development. Organizes, directs, and coordinates planning and production of all contract support activities. Serves as the contractor's authorized interface with the COTR, government management personnel, and client agency representatives. Responsible for formulating and enforcing work standards, assigning contractor
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	schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to support staff. Responsible for overall contract performance.
Minimum Education/Experience	B.S. /B.A. and a minimum of eight years related experience. A Master's Degree in a related field may be substituted for two years' experience.

Project Manager

Functional Responsibilities	Serves as contract manager and authorized liaison with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. Responsible for contract performance.
Minimum Education/Experience	B.S. /B.A. and a minimum of six years related experience. A Master's Degree in a related field may be substituted for two years' experience.

Scheduler

Functional Responsibilities	Responsible for scheduling all requests for service. Screens calls and request and prepares a ticket log and sends an email notification noting the time and stating the service need. Coordinates activity and communicates information with technicians. The Scheduler maintains a file of ticket log, requests, and time service was performed.
Minimum Education/Experience	High School Diploma and one year of experience. An Associate's Degree or a certification in a related field may be substituted for experience.

Technical Writer/Editor I

Functional Responsibilities	Researches, writes, or edits materials for related reports, proposals, instructional material, catalogs, and technical publications. Obtains technical data from independent sources, reviews, and studies of published materials and existing documentation. Revises text and recommends changes in format and content to ensure conformance with
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	established standards. Edits, standardizes, and makes changes to materials prepared by other writers. Performs final quality assurance checks on all materials.
Minimum Education/Experience	B.S. /B.A. and a minimum of two years related experience. A Master's Degree in a related field may be substituted for experience.

Warehouse Specialist I

Functional Responsibilities	Performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Verifies materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties.
Minimum Education/Experience	High School Diploma and a minimum of six months related experience. An Associate's Degree or a certification in a related field may be substituted for experience.

Word Processor I

Functional Responsibilities	Performs a variety of internet research functions and demonstrated experience with word-processing and spreadsheet software in production of project deliverables, reports and require written communication and documentation of work performed. May also perform such functions as handling incoming calls, data entry, word processing, binding, mail and other general office duties.
Minimum Education/Experience	High School Diploma and a minimum of one year related experience. An Associate's Degree or a certification in a related field may be substituted for experience.

Word Processor II

Functional Responsibilities	Performs a variety of internet research functions and demonstrated experience with word-processing
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	and spreadsheet software in production of project deliverables, reports and require written communication and documentation of work performed. May also perform such functions as handling incoming calls, data entry, word processing, binding, mail and other general office duties.
Minimum General Education/Experience	High School Diploma and three years of experience. An Associate's Degree or a certification in a related field may be substituted for one- year of experience. An Undergraduate degree may be substituted for two years of experience.

Word Processor III

Functional Responsibilities	Performs a variety of internet research functions and demonstrated experience with word-processing and spreadsheet software in production of project deliverables, reports and require written communication and documentation of work performed. May also perform such functions as handling incoming calls, data entry, word processing, binding, mail and other general office duties.
Minimum Education/Experience	High School Diploma and five years of experience. An Associate's Degree or a certification in a related field may be substituted for one- year of experience. An Undergraduate degree may be substituted for two years of experience.

Principal

Functional Responsibilities	Provides strong executive level management and direction; possesses a detailed understanding of the industry's best business practices; holds ultimate responsibility for organizing and directing overall engagement performance; establishes and ensures final technical and quality control authority; responsible for accomplishing all goals and objectives within prescribed timeframe and funding parameters; negotiates and makes decisions for the firm; participates in project status committee meetings as an Authorized Firm Representative to resolve issues through utilization of Firm resources diverse project management experiences; and ensures compliance with Firm policies, professional standards, contracts and legal requirements.
Minimum Education/Experience	A Master's Degree or Law degree, or certification

	such as a Certified Public Accountant or as an Attorney. ten years of applicable financial or business consulting experience, including substantial experience in managing Federal Procurement Contracts.
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Senior Manager

Functional Responsibilities	Responsible for oversight and management of project personnel. Provides technical guidance to all project personnel and sets priorities, ensures daily coordination among the project team, and monitors progress against schedules, budgets, and status reporting. Acts as primary point of contact for government's technical representative and is responsible for project planning.
Minimum Education/Experience	B.S./B.A. and eight years of applicable financial or business consulting experience, including experience in managing projects associated with client requirements. Has experience in leading projects and capability to manage multi-task projects. An advanced degree or Law Degree, certification such as Certified Public Accountant may be substituted for one year of experience.

Manager

Functional Responsibilities	Responsible for oversight and management of project personnel. May provide technical guidance to project personnel. Reports to the Principal or Senior Manager.
Minimum Education/Experience	B.S./B.A. and six years of applicable financial or business consulting experience, including experience in managing projects associated with client requirements. An advanced degree or certification such as Certified Public Accountant or Law Degree may be substituted for one- year of experience.

Senior Accountant

Functional Responsibilities	Responsible for oversight and management of project personnel. May provide technical guidance to project personnel. Reports to the Principal or Senior Manager.
Minimum Education/Experience	B.S./B.A. and three years of applicable financial or business consulting experience, including experience in managing projects associated with client requirements. An advanced degree or certification

	such as a Certified Public Accountant may be substituted for one- year of experience.
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Staff Accountant

Functional Responsibilities	Produces project deliverables; leads the daily work activities related to task orders; and reports to the Manager or other Supervisor.
Minimum Education/Experience	B.S./B.A. and two years of applicable financial or business consulting experience, including experience in managing projects associated with client requirements. An advanced degree or certification such as a Certified Public Accountant may be substituted for one year of experience.

System Auditor Intermediate-II

Functional Responsibilities	Provides strategic guidance and technical expertise with independent and objective risk assessments thru the Security Assessments and Authorization (SA&A) process, consistent with NIST 800-30. The Auditor shall assess the effectiveness of IT security implementations, and shall provide recommendations and identify opportunities for improvement. This includes strategic guidance and technical expertise for Security Testing and Evaluation at appropriate points in the Systems Development and Life Cycle (SDLC) and technical expertise with independent security testing or self-assessments of information systems to facilitate progress toward ongoing authorizations and to satisfy NIST continuous monitoring requirements.
Minimum Education/Experience	B.S. /B.A. degree and six years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. An advance degree can be treated as two years of experience.

Quality Assurance Analyst

Functional Responsibilities	Provides expert quality assurance services; performs and leads tests to ensure that all systems meet minimum standards and requirements; works closely with applications team; creates complex test data for applications' documents testing data; devises improvements to current procedures and develops models of possible future configurations; performs complex work flow analysis and
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	recommends improvements.
Minimum Education/Experience	B.S. /B.A. and six years of experience in the field or in a related area. An advance degree can be treated as two years of experience. six years of additional experience may be substituted for bachelor's degree.

Help Desk Specialist Intermediate

Functional Responsibilities	Provide second tier support to end users for PC and android devices, server and/or mainframe applications and hardware; interacts with network services, software systems engineering and/or applications development to restore service and/or identify and correct core problems; performs restorative and maintenance actions; simulates or recreates user problems to resolve operating difficulties; recommends systems modifications to reduce user problems; provides exemplary customer service. Provide call center support to end users.
Minimum Education/Experience	B.S. /B.A. and 4 years of experience in the field or in a related area. An advance degree can be treated as two years of experience. six years of additional experience may be substituted for bachelor's degree.

Help Desk Specialist Senior

Functional Responsibilities	Provide second tier support to end users for PC and android devices, server and/or mainframe applications and hardware; interacts with network services, software systems engineering and/or applications development to restore service and/or identify and correct core problems; performs restorative and maintenance actions; simulates or recreates user problems to resolve operating difficulties; recommends systems modifications to reduce user problems; provides exemplary customer service. Provide call center support to end users.
Minimum Education/Experience	B.S. /B.A. and six years of experience in the field or in a related area. An advance degree can be treated as two years of experience. six years of additional experience may be substituted for bachelor's degree.

Systems Administrator:

Functional Responsibilities	Manages, directs and integrates the organization's networks in a multiple platform, protocol and operating systems environment. Plans, coordinates, implements and supports the LANIWAN hardware, software and Internet/Intranet/Extranet integration and linkage. Research vendor products and recommends purchase, development or enhancement of network hardware, software and telecommunications. Establishes performance standards, policies and procedures. Coordinates systems training for users and system administrators. Experienced with LAN/WAN/VPN and remote network technologies and protocols (such as, but not limited to, TCP/IP, HTTP, FTP, Ethernet, Token Ring, ARCNET, HTML CGI, ATM, CDPD) routers, hubs and servers. Troubleshoots LANIWAN systems to maintain operational integrity and coordinates efforts with vendors for upgrades and network maintenance.
Minimum Education/Experience	B.S./B. A. and eight years of experience in the field or in a related area. An advance degree can be treated as two years of experience. Six years of additional experience may be substituted for bachelor's degree.

Functional Analyst Level IV:

Functional Responsibilities	Provides policy guidance, interpretation and advice to operational activities. Determines the needs of users of the technology security documentation. Work with the technical staff to make security and cyber products easier to use. Analyzes management techniques, processes and styles in order to recommend improvements in organizational effectiveness. Develops policies and implements regulations and standards on security-related programs, activities and functions. Designs studies, training programs and organizational strategies to improve customer service and process quality.
Minimum Education/Experience	B.S. /B.A. and six years of experience in the field or in a related area. An advance degree can be treated as two years of experience. Six years of additional experience may be substituted for bachelor's degree.

Functional Analyst Level V:

Functional Responsibilities	Provides policy guidance, interpretation and advice to operational acquisition activities. Determines the needs of users of the technology security documentation. Work with the technical staff to make security and cyber products easier to use. Analyzes management techniques, processes and styles in order to recommend improvements in organizational effectiveness. Develops policies and implements regulations and standards on security related programs, activities and functions. Designs studies, training programs and organizational strategies to improve customer service and process quality.
Minimum Education/Experience	B.S. /B.A., and eight years of experience in the field or in a related area. An advance degree will be two years of experience. Six years of additional experience may be substituted for bachelor's degree.

Technical Writer I

Functional Responsibilities	Revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This worker organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or
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	employee relations releases, and may specialize in writing material regarding work methods and procedures.
Minimum Education/Experience	B.S. /B.A. and four years of experience in the field or in a related area. Six years of additional experience may be substituted for bachelor's degree.

Technical Writer II

Functional Responsibilities	Revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. The incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details. This worker accesses manufacturers' catalogs, drawings and other data relative to operation, maintenance, and service of equipment, may have access to blueprints, sketches, drawings, parts list, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. The technical expert organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing, duplication and distribution of material. This writer may draft speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures.
Minimum Education/Experience	B.S./B.A. and six years of experience in the field or in a related area. Six years of additional experience may be substituted for bachelor's degree.

Specialized Technical Expert

Functional Responsibilities	Develops, writes, and edits material for reports,
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	<p>manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment, receives assignment from supervisor, observes production, developmental, and experimental activities to determine operating procedure and detail. This writer interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods, and reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. The Technical Writer III studies blueprints, sketches, drawings, parts list, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail, organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology; and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. This worker may perform the following tasks: maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in laying out material for publication, arrange for typing, duplication and distribution of material, write speeches, articles, and public or employee relations releases, edit, standardize, or make changes to material prepared by other writers or plant personnel.</p>
Minimum Education/Experience	<p>B.S. /B.A. and ten years of experience in the field or in a related area. An advance degree can be treated as two years of experience. Six years of additional experience may be substituted for bachelor's degree.</p>

Training Analyst

Functional Responsibilities	<p>Researches and develops training programs for an organization. Develops methods and materials for training staff and may prepare curriculums including lectures, ideas for group discussions, demonstrations, and workshops. Evaluates training delivery, measures results, and recommends</p>
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	program changes. Must stay abreast of new training methods and determine relevancy to company employees. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks Typically reports to a Manager or Head of a unit/department.
Minimum Education/Experience	B.S. /B.A. and five years of experience in the field or in a related area. An advance degree can be treated as two years of experience. Six years of additional experience may be substituted for bachelor's degree.

Master Trainer

Functional Responsibilities	Develops and conducts training programs for employees of industrial, commercial, service, or government establishment. Develops the development and administration of organization training programs. Develops training objectives, strategies, policies, and programs. Confers with management to gain knowledge of work situations requiring training for employees to better understand changes in policies, procedures, regulations, and technologies. Formulates teaching outline and determines instructional methods, utilizing knowledge of specified training needs and effectiveness of such methods to individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops. Conducts training sessions covering specified areas such as those concerned with new employee orientation, on-the-job training, use of computers and software, refresher training, and leadership development. Selects or develops teaching aids, such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Tests trainees to measure progress and to evaluate effectiveness of training. May select and coordinate training programs with outside vendors or professionals. May specialize in developing instructional software.
Minimum Education/Experience	B.S. /B.A. and ten years of experience in the field or in a related area. An advance degree can be treated as two years of experience. Experience in delivering presentations to peers, subordinates and user representatives.

Senior Trainer	
Functional Responsibilities	<p>Manages the activities related to various training and educational programs for an organization. Assesses and identifies individual or group training needs, and administers plans, procedures, and programs to meet training needs. Develops training objectives, strategies, policies, and programs. Develops methods and materials for training staff and may prepare curriculums including lectures, ideas for group discussions, demonstrations, and workshops. Prepares a variety of training aids and materials. Typically reports to a director level and supervises junior level staff. Keeps informed of new training methods. Determines appropriateness of contracting with outside vendors to accomplish organization's training goals and objectives. Analyzes training program effectiveness and submits reports and recommendations to management. Prepares and approves budgets and travel plans.</p>
Minimum Education/Experience	<p>B.S. /B.A. and eight years of experience in the field or in a related area. An advance degree can be treated as two years of experience. Experience in delivering presentations to peers, subordinates and user representatives.</p>

COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT GOALS

PREAMBLE

W&A provides services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through subcontracting, mentor-protégé programs, joint ventures, and teaming arrangements.

Wright & Associate is committed to:

- Actively seek and partner with small businesses.
- Identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.
- Develop and promote company policy initiatives that demonstrates our support for awarding subcontracts to small business concerns.
- Undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.
- Insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.
- Attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.
- Publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.
- Signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact: W&A Business Development at Phone: 301-769-6296, ext. 1; Fax: 301-560-5535.

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to an ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Below is a general outline on the process:

1. The customer identifies their requirements.
2. Federal Supply Schedule Contractors may individually
 - meet the customer’s needs, or –
 - submit a Schedules “Team Solution” to meet the customer’s requirement
3. Customers make a best value selection.